Tool for Operations Planning Functional Area Services (TOPFAS)

ISG is a proven, trusted and reliable leader in the design, development, implementation and operational use of TOPFAS, including the delivery of individual and collective training as well as support to exercises and operations since 1998.

As the leading source of TOPFAS functional training and support for NATO commands and agencies, we would like to extend our services to meet the needs of eligible clients at our NATO preferred customer rates.

ISG Training and Support
- Tailored to meet your needs
- Develops individual and collective skills
- Task performance oriented
- Adapted to your processes & procedures
- Delivered on-site and in-theatre by high impact training and assistance teams
- On-site delivery increases training benefit while cutting travel costs

ISG brings the knowledge, experience and skills in operations planning and the use of TOPFAS required to enhance critical planning functions, knowledge development and campaign assessments at strategic, operational and tactical levels:

- Expertise in NATO’s Crisis Management Process, Operations Planning and contributions to a comprehensive approach
- Extensive experience in multinational joint operations planning
- Proficiency in the operational use of TOPFAS, management and administration
  - Operations Planning Tool
  - System Analysis Tool
  - Campaign Assessment Tool
  - ORBAT Management Tool
  - User’s Management Tool
- Certification by NC3A and NCSA for instructing the use of TOPFAS
ISG 2012 TOPFAS Training & Support Programs

ISG can offer a comprehensive program of training and support tailored to NATO and national requirements to enhance the operational use of TOPFAS

TOPFAS Modules and Tools

TOPFAS

OPT

Operations Planning Tool

OPT Basic User’s Course

Individual use of the OPT functionalities to support the Operational Planning Process at Strategic, Operational or Tactical level in accordance with the Comprehensive Operations Planning Directive (COPD) within the framework of a contribution to a Comprehensive Approach (4.5 Days)

OPT Collective Training

Collective use of the OPT functionalities to support the Operational Planning Process at Strategic, Operational or Tactical level in accordance with the Comprehensive Operations Planning Directive (COPD) adapted to specific users’ requirements within the framework of a contribution to a Comprehensive Approach (4.5 Days)

SAT

System Analysis Tool

SAT User Course

Use of the SAT functionalities to develop knowledge in support of the Operational Planning Process at Strategic, Operational or Tactical level in accordance with the Comprehensive Operations Planning Directive (COPD) within the framework of a contribution to a Comprehensive Approach (3.5 Days)

CAT

Campaign Assessment Tool

CAT User’s course

Use of the CAT functionalities to develop Campaign Assessment planning and output products in support of the Operational Planning Process at Strategic, Operational or Tactical level in accordance with the Comprehensive Operations Planning Directive (COPD) within the framework of a contribution to a Comprehensive Approach (3 Days)

OMT

Order of Battles (ORBAT) Management Tool

ORBAT User Course

Use of the OMT functionalities to populate the TOPFAS database with the Order of Battle (ORBAT) that will support of the Operational Planning Process at Strategic, Operational or Tactical level in accordance with the Comprehensive Operations Planning Directive (COPD) (0.5 Days, in addition to any of the previous courses)
User’s Management Tool

UMT Course
Use of the UMT functionalities to create within the TOPFAS database organisations and users with relevant permissions and privileges (2 hours, in addition to any of the previous courses)

TOPFAS Web Portal (TWP)

TWP User Course
Overview of and initiation to the use the TOPFAS Web Portal to display planning information outside of the TOPFAS community on a web browser (1 Day in addition to any of the previous courses)

TOPFAS Services for 2012
- Full scope of functional and technical services tailored to the needs of the organisation
- Analysis of business process, information exchanges, networks and products
- Evaluation and assessment of planning system
- Assistance with implementation and integration

ISG 2012 TOPFAS Support Services

TOPFAS Implementation Planning
Analysis of planning functions and requirements to determine best use of TOPFAS; development of a concept for implementation; assist with implementation planning, work breakdown and quality project management

TOPFAS Policy, Processes and Procedures
Analysis of information exchanges, processing and reporting requirements for planning functions; advise and assist in drafting and validating policy for the use of TOPFAS, the integration of TOPFAS with Knowledge Development, Planning and Assessment processes; developing Standard Operating Procedures and quick reference user guides

TOPFAS Data Development, Management and Administration
Analysis of planning data requirements; collection and transformation of operations planning data into OPSBASE standards; developing reference data and supporting the identification of geospatial information requirements; assistance with testing, validation and distribution

TOPFAS Training Development
Analysis of organisational training needs for users, administrators and supervisors; development of programme requirements, training packages, course material and in-house training capabilities; assistance with implementation, evaluation and validation
TOPFAS Technical Assistance, Mentoring and Field Support

Verification of system installation, configuration updates, and troubleshooting; analysis of networks and connectivity requirements with other systems; Advice and assistance to TOPFAS administrators and OPSBASE data manager with management of content, user access and user privileges.

TOPFAS Field Trials

Assistance with the design, planning, conduct and evaluation of TOPFAS field trials to determine costs, benefits and potential optimisation; development of measurement requirements, metrics, data collection and analysis methodology; monitoring and observation; assistance with analysis and evidence based recommendations.

**ISG understands the operational requirements of NATO, EU, Coalition and National Commander’s in demanding theatre environments and has the expertise to optimize the use of Operations Planning and Planning Support functional services.**

**Contracting Arrangements**

NATO C3 Agency Basic Ordering Agreement with ISG (NC3A/BOA/8057) Consultancy Services to NATO commands, agencies, member nations and partners

http://boa.nc3a.nato.int/boa/8057/8057.htm

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BOA Programme Coordinator  
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SHAPE Centralised Acquisition Contract (ACO IFIB SH-10-35) A Delivery/Indefinite Quantity contract for Military Analyst Services use by services requestors

http://www.aco.nato.int/financeandacquisition.aspx

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**Accreditation**

- Certified by the U.S. Defense Security Service and U.S. Department of Commerce
- Authorised and accredited by Allied Command Operations
- Certified by the NATO C3 Agency and NATO CIS Services Agency
- References available on request

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ISG has contracting arrangements in place with many other NATO and national procurement authorities.