



# PERSONAL PROPERTY MANAGEMENT

**Enhance Your Workforce, Advance Your Career.**

As a professional whose duties include logistics, life-cycle management, disposal, or property management for the federal government, you know the importance of training to expand your capabilities and increase your level of professionalism.

This curriculum reviews the entire life cycle of property—from acquisition to storage to utilization to disposal—and the application of relevant policies and regulations. Courses cover the duties of property custodians and the methods for developing an audit trail for personal property as well as providing training in warehousing property (including space utilization, storage location systems, product retrieval and handling, and disposal).



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# PERSONAL PROPERTY MANAGEMENT CURRICULUM

Applications in Personal Property Accountability	PROP7210D
Property Accountability: The Life Cycle	PROP7112D
Property Management for Custodial Officers	PROP7103D
Warehousing, Operations, and Disposal	PROP7001D



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## PERSONAL PROPERTY MANAGEMENT CERTIFICATE OF ACCOMPLISHMENT

Our Certificate of Accomplishment in Personal Property Management covers life-cycle federal property management, allowing the participant to see the whole process instead of isolated procedures.

Designed for staff in logistics, supply, acquisition, inventory management, and property utilization and disposal positions, this program provides a solid foundation of knowledge and skills, including team-based approaches. Participants receive a solid foundation in the planning, control, use, and disposal of an organization's assets and understand how the property management function interacts with users, acquisition and finance.

### Required Courses; complete 4 courses

Applications in Personal Property		
Accountability	PROP7210D	2.4 CEU
Property Accountability: The Life Cycle	PROP7112D	2.4 CEU
Property Management for Custodial Officers	PROP7103D	1.2 CEU
Warehousing, Operations, and Disposal	PROP7001D	2.4 CEU

### Electives; select one from each group

#### Program and Management Analysis Courses (select one)

Introduction to Financial Management	FINC7000D	24 CPE
Introduction to Statistics	STAT7100D	2.4 CEU
Management Analysis: Overview	PGMT7000D	2.4 CEU
Project Management	PGMT7005D	2.4 CEU

#### Writing Skills Courses (select one)

Clear Writing through Critical Thinking	WRIT7100D	1.8 CEU
Essentials of English	ENGL7000D	3.0 CEU
Fundamentals of Writing	WRIT7010D	1.8 CEU

#### Acquisition Courses (select one)

Comprehensive COTR Workshop	ACQI7523D	40 CPE
Contracting Basics for COTRs	ACQI7503D	24 CPE
Introduction to Government Contracting	ACQI7501D	40 CPE
Simplified Acquisition Procedures	ACQI7506D	40 CPE