COURSE SYLLABUS

Personal Property Management Certificate Program

Gain the knowledge and skills to manage, control, and dispose of federal personal property in compliance with applicable laws and regulations.

> Group classes (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/certificates/personal-property-management-certificate-program



support@graduateschool.edu •
(888) 744-4723

Course Outline

This package includes these courses

- Property Accountability: The Life Cycle Course (24 Hours)
- Property Management for Custodial Officers Course (16 Hours)
- Warehousing, Operations, and Disposal Course (24 Hours)
- Introduction to Financial Management Course (24 Hours)
- Clear Expression through Critical Thought Course (16 Hours)
- Performance Work Statements Course (24 Hours)

Attend the AI in Government Asset Management class for free as part of this certificate. Choose your date after you register for the program.

AI in Government Asset Management

Property Accountability: The Life Cycle Course

Learn how to apply laws and regulations to realistic problems in life-cycle management. Focus on acquisition, accountability (including inventory management, redistribution, and reconciliation), and disposal of property. Develop effective team-based skills for managing and leading life-cycle property management operations.

- Describe the property management life cycle principles.
- Describe factors for determining the need for equipment.
- State supply sources and the acquisition process.
- Discuss specific responsibilities of property managers in the accountability phase.
- Discuss the inventory management functions of the accountability phase.
- Summarize situations that require the disposal of property.
- Explain the methods, time frames, and responsibilities for disposal.

- Apply the proven principles and practices of personal property management to a GAO case study.

Property Management for Custodial Officers Course

This course introduces custodial officers to the essential duties involved in managing federal personal property. Through hands-on exercises and regulatory guidance, participants learn how to handle property throughout its lifecycle and maintain proper communication with accountable officers and users.

- Understand the custodial officer's role and responsibilities in federal property systems.
- Track the full property lifecycle, including acquisition, use, transfer, and disposal.
- Use standard forms, records, and procedures to ensure accountability.
- Coordinate with property users, resource managers, and logistics personnel.
- Comply with relevant policies, documentation, and audit requirements.

Warehousing, Operations, and Disposal Course

Become proficient in warehousing and disposal operations used across federal agencies. This three-day course covers materials handling, space utilization, inventory control systems, and disposal protocols. Learners engage in real-world practice to ensure compliance and effectiveness in managing government property.

- Understand the purposes of warehouses and their basic functions
- Describe the benefits of measuring and improving warehouse performance
- Develop warehouse profiles
- Create a warehouse slotting tree
- Discuss best practices of storage management
- Learn how to conduct warehouse inventories
- Explain how to properly dispose of personal property
- Understand and evaluate occupational safety and health programs

Introduction to Financial Management Course

Learn the key concepts, laws, and procedures that underpin effective financial management in the federal government. This course covers budgeting, accounting, and internal controls to help you align financial systems with performance goals.

- Understanding financial management roles and federal budgeting processes.
- Linking financial information to performance measurement and management.
- Applying basic principles of federal accounting and financial reporting.
- Exploring the purpose and structure of internal controls and financial systems.
- Adhering to government-wide policies for cash and debt management.

Clear Expression through Critical Thought Course

- Use the seven traits and the writing process to improve written expression.
- Describe the process of critical thinking.
- Apply critical thinking in writing. Implement strategies for appealing to the reader.
- Identify opportunities to use logic in writing.
- Apply logic in creating persuasive arguments.

- Think critically to analyze problems.
- Create solutions to problems using a structured process

Performance Work Statements Course

This foundational acquisition course teaches writing structured performance work statements with clear task descriptions, standards, and evaluation methods. Participants learn a step-by-step method to create PWS documents and quality assurance plans that reduce risk and support effective vendor performance.

- Discuss performance-based acquisition for services
- Explain how to manage risks
- Summarize the Seven Steps to Service Acquisition Process
- Conduct a requirements analysis
- Develop a performance requirements summary
- Complete and critique a performance work statement
- Explain the importance of quality assurance