COURSE SYLLABUS

Property Management for Custodial Officers Course (Self-Paced)

Gain practical knowledge to carry out custodial responsibilities in government property management, including acquisition, inventory, accountability, and disposal.

> Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/property-management-for-custodial-officers-course-self-paced

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Course Outline

Module 1: The Personal Property Environment: Management and Structure

- Introduction to the role of custodial officers in property management and the dynamics of personal property management in federal agencies.
- Learn about the legal basis for property management and key federal laws impacting custodial officers' responsibilities.
- Identify primary and secondary stakeholders involved in personal property management, including GSA, the property management office, and program offices.
- Understand the essential roles and responsibilities of custodial officers, including their duties as policing officers, educators, and service providers.

Module 2: Functions and Responsibilities

- Understand the delegation of authority and responsibilities in property management, including the roles of Accountable Property Officers (APOs) and Custodial Officers (COs).
- Learn the classifications of personal property and their corresponding functions, such as accountable property, sensitive property, and capitalized property.
- Review the responsibilities of the Property Management Officer (PMO) and how custodial officers interact with other property management personnel in various departments.
- Examine organizational structures for property management, highlighting the relationships between different property management officers and custodial officers.

Module 3: Life Cycle Management

- Explore the three phases of the property life cycle: determining need and acquisition, accountability and maintenance, and disposal.
- Learn about the key responsibilities of custodial officers in each phase, including inventory management, property utilization, and disposal of excess or unserviceable property.
- Discuss best practices for managing the life cycle of personal property, from acquisition through maintenance and eventual disposal.
- Understand how to coordinate with the Accountable Property Officer (APO) and Property Management Office (PMO) for effective lifecycle management.