

Property Management for Custodial Officers Course

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>



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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.