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://sdfm.graduateschool.edu/certificates/personal-property-management-certificate-program



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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)

Property Accountability: The Life Cycle Course

- Select life-cycle management for personal property.
- 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.

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 four-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.

- Describe accountability in the receiving process.
- Explain how to receive hazardous materials.
- Differentiate among the various aspects of warehousing, including utilization of space, locator systems and materials handling equipment (MHE).
- Define storage management, including types of storage, space requirements, floor plans and layout, and storage aids and accessories.
- Summarize the importance of security in inventory management.

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.