



## Course: IS-0023.a: Custodial Officer (CO) Training

**Date Course Published:**

April 6, 2016

**Course Length:**

Completion of this course can be accomplished in 3 hours.

**Course Description:**

This course is the building block for all property management courses.

The purpose of this course is to provide designated Custodial Officers with the knowledge and resources to professionally and accurately fulfill their responsibilities for effective property management.

**Course Objectives:**

By the end of this course, participants will be able to:

- State the two statutory laws that pertain to the Personal Property Management System.
- Identify the four phases in the property "life cycle".
- Describe the importance of effective property management.
- Identify common property management terms and their definitions.
- Describe the function of the FEMA Inventory System of Record.
- Identify and complete the proper transaction form(s).
- Locate and state available help sources.
- Describe the credentialing system.

**Prerequisites:**

None

**Continuing Education Units (CEU's):**

EMI awards 0.3 CEUs for completion of this course.

**Target Audience:**

The audience will consist of anyone in FEMA charged with the responsibility for accountability, utilization, and maintenance of any Government Personal Property.

**To Apply:**

FEMA Employees with access to the FEMA Network can access the course via the FEMA Employee Knowledge Center (FEKC) on the FEMA Intranet at <http://kc.fema.net/>.

For further enrollment information, FEKC users may contact the FEKC System Administrator via email at [FEKC@fema.dhs.gov](mailto:FEKC@fema.dhs.gov) or call 202-212-2089.

**EMI Point of Contact:**

Course Manager, Deborah Evans, at (301) 447-1139 or [Deborah.Evans@fema.dhs.gov](mailto:Deborah.Evans@fema.dhs.gov)

# TRAINING OPPORTUNITY