



Course: IS-0025.a: Basic Property Management

Date Course Published:

April 7, 2016

Course Length:

Completion of this course can be accomplished in 8 hours.

Course Description:

This course will be one of the building blocks for the property management career ladder.

The purpose of the Basic Property Management course is to provide individuals with a foundation of knowledge and skills to successfully fulfill their duties as they become FEMA property management professionals.

Course Objectives:

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

- State the relevance of each of the three laws governing property management.
- Identify the basic contents of each of the five policy documents discussed.
- Define the property management roles and responsibilities of the Property Management Officer (PMO), the Accountable Property Officer (APO), the Logistics Chief, and the Custodial Officer.
- List the property management processes in sequential order according to the life cycle of property.
- Identify routine tasks with the proper FEMA or Optional Form used to process that task.
- State the property management action(s) to be taken in various situations.
- Define the receiving process.
- Define the different types of inventory.

Prerequisites:

IS-0023.a Custodial Officer (CO).

Continuing Education Units (CEU's):

EMI awards 0.8 CEUs for completion of this course.

Target Audience:

The audience will consist of anyone in any FEMA facility charged with the responsibility and accountability for acquisition, utilization, maintenance, and disposal 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 or call 202-212-2089.

EMI Point of Contact:

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

TRAINING OPPORTUNITY