

INTERAGENCY COMMITTEE ON
PROPERTY MANAGEMENT

Personal Property Management Training

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A Report on Personal Property Management Training

Foreword

The business of managing government personal property is changing faster than ever before and the pace of change will continue to accelerate. Our profession's ability to master that change depends upon training. We must mobilize the imagination, creativity, skills, and talents of all our personal property professionals.

Our profession is continually changing, and the sphere of those influencing the acquisition, use, and disposal of personal property is constantly enlarging. Likewise, the tools at our disposal are changing along with the growth of on-line resources and guidance. Training makes us aware of, and helps us understand, the body of knowledge and tools we have.

The success of our training initiatives depends on support from each agency's leadership, the affiliated training organizations, and associations, and the ability of each agency to support necessary funding.

EXECUTIVE SUMMARY

The Interagency Committee on Property Management (ICPM) engaged an ICPM Subcommittee on Professional Development in 2003. The committee was tasked with preparing a report on **Personal Property Management Training** for the federal personal property management career field. The following is an updated revision of that report.

Personal property management training provides the personal property management community with a common foundation of knowledge and capabilities to support their agencies successfully.

Part 1 of this report addresses the purpose and scope of this report. Part 2 provides (1) core courses and (2) training sources. Part 3 explores related professional development mechanisms that are taking root throughout the Federal Government.

The conclusion captures the highlights of each part.

PART I: INTRODUCTION

The Purpose and Scope of this Document

The primary purpose of this report is to discuss federal personal property management training. The acquisition training and certification model was used as our framework.

Given the complexity and sensitivities related to personal property management training, coupled with past efforts in addressing similar efforts, the scope of this report is necessarily broad in nature except for Part 2.

The successful implementation of personal property management training will be challenging for the following reasons:

- Course curriculum, competencies, sources of training, and learning environments are complex and are rapidly evolving, which makes any mapping between them challenging.
- Stakeholders have very different views of curriculum, competencies, and training sources including which career fields should fall within the scope of personal property training.
- There is a constant tension between the pressures to solve immediate problems with "quick fixes" and the need to build sustainable, long-term solutions.
- Some stakeholders are unfamiliar with past efforts in this area; in turn, some are unaware or unwilling to support relevant work already done in areas such as on-line training.

Why Personal Property Training?

The term "training" is in the title of this report for an important reason. Training is a vital part of our profession. Agencies who actively promote training already demonstrate this.

Training based on a system of courses, like the Acquisition Workforce, will encourage participation and support from all agencies and, most importantly, provide a support mechanism for the personal property profession.

In promoting this approach to training, each agency should assume responsibility for the implementation of training as they do with the Acquisition Workforce.

PART 2: PROGRAM FRAMEWORK

Training Program Model

The following personal property management training framework strives to meet the needs of the Federal Government for a skilled personal property management workforce. The framework also strives to provide the personal property management community with a common foundation of knowledge and capabilities necessary to manage government personal property successfully. The framework encompasses the major competency requirements for personnel required to be personal property management employees.

Courses may include a broad range of competencies to improve the skills, knowledge, and abilities of the personal property workforce. In many cases, these competencies are necessary for the proper performance of federal professionals. Personal property management employees in consultation with their agency career managers should choose which courses to take based in part on their specific interests, needs, and work assignments.

The framework covers, but is not limited to, the following GS career series:

- GS-346 Logistics Management Series
- GS-1103 Industrial Property Management Series
- GS-1104 Property Disposal Series
- GS-1107 Property Disposal Clerical & Technician Series
- GS-2000 Supply Group to include:
 - GS-2001 General Supply
 - GS-2003 Supply Program Management
 - GS-2005 Supply Clerical
 - GS-2010 Inventory Management
 - GS-2030 Distribution Facilities & Storage

Optional for:

- WG-6907 Materials Handler
- WG-6912 Materials Examining and Identifying

WG-6913 Hazardous Waste Disposing
GS-0300 General, Administrative, Clerical, and Office Services Group
to include:

GS-0301 Miscellaneous Administration and Program
GS-0303 Miscellaneous Clerk and Assistant
GS-0340 Program Management
GS -0343 Management and Program Analysis

The Individual Development Plan (IDP) is a valuable tool that agencies can leverage to facilitate this program. Most agencies already require an IDP for each employee. The IDP can address the core requirements of this report as well as optional courses including professionally related training and development opportunities.

The framework establishes three levels of training, each with a core curriculum for personal property management. Completion of core courses in a logical sequence provides an appropriate level of knowledge for performance at a particular grade. Later courses can build on the knowledge gained from earlier courses.

CORE PATH CURRICULUM. The core courses necessary to provide the personal property management workforce with the knowledge base necessary to support an agency are outlined below.

Level I

Basic Personal Property Management
Fundamentals of Contracting
Inventory Management

Level II

Intermediate Personal Property Management
Personal Property Disposal
Demilitarization
Basic Appropriations Law

Level III

Supply Chain Management
Personal Property Systems
Intermediate Appropriations Law

In addition to the core subjects, agencies may identify desired courses which cover specific areas requiring in-depth coverage.

CONTINUING EDUCATION. To ensure that employees remain current in personal property management knowledge, skills, and techniques, it is suggested that agencies establish continuing educational requirements for personal property employees.

Core and Elective Course Descriptions

Level I

Basic Personal Property Management – The focus of this course is property management functions and management of property including material, facilities, and test equipment, with emphasis on the government's policy concerning acquisition, control, inventory, protections, maintenance, and disposition of property.

Fundamentals of Contracting – The focus of this course is basic contracting for those new to contracting or with less than 3 years experience in contracting.

Inventory Management – The focus of this course is budget practices and storage policies for the management and control of supplies, materials, and various types of equipment, including various inventory methodologies that are applicable to the Federal Government and the advantages and disadvantages of each method.

Level II

Intermediate Personal Property Management – The focus of this course is an in-depth exploration of personal property management topics including the management of government property controlled by contractors.

Personal Property Disposal – The focus of this course is personal property reporting, utilization and disposal, including special disposal

authorities, environmental concerns, recycling goals, and special handling requirements.

Demilitarization – The focus of this course is federal policies, procedures, and issues regarding demilitarization, including export control, firearms, and ammunition disposition.

Basic Appropriations Law – The focus of this course is a basic introduction to appropriations and their legal requirements.

Level III

Supply Chain Management – The focus of this course is the integration and management of supply chain activities necessary to manage the flow of assets and information between supply chain member organizations. The course includes various chains such as transportation and receipt of assets and the transfer of assets from the warehouse to the ultimate end-user.

Personal Property Systems – The focus of this course is property control system requirements and the tools necessary for the personal property professional to plan and perform a property systems analysis.

Intermediate Appropriations Law – The focus of this course is an in-depth analysis of appropriations and their legal requirements.

Elective Courses

Elective courses are not required, and agencies may create their own elective course list to address personal property management related competencies that are important to the agency's mission.

Storage and Warehousing – The focus of this course is methods of planning, organizing, and managing storage and warehousing facilities.

Property Management for Custodial Officers – The focus of this course is an overview of the life cycle of personal property, and commonly used procedures for receiving, inventorying, management, disposal, and retirement methods.

Occupational Safety and Health Administration (OSHA) Training – The focus of this course is an overview of general concepts, standards, and procedures of OSHA.

Introduction to Basic Analytical Skills in Supply Management – The focus of this course is the analytical skills necessary to select and justify equipment replacement, including basic financial analysis.

Motor Vehicle Management – The focus of this course is life-cycle management of motor vehicles, including registration, identification, reporting, and recording keeping.

Intermediate Contract Administration – The focus of this course is the management functions of all phases of contracting.

Grant Administration – The focus of this course is the various ways the Federal Government manages and administers grant programs with focus on the control and disposition of government property.

Advanced Inventory Management – The focus of this course is budget practices, reporting, reconciliation, and documentation of inventory results.

Sources of Training

Numerous public and private sources are committed to enhancing the understanding and development of personal property managers. Both formal classroom and on-line training resources are currently available for training personal property management personnel.

Examples of available sources include, but are not limited to:

- Association for Supply Chain Management (ASCM)
(<http://www.ascm.org/>)
- Council of Supply Chain Management Professionals (CSMP)
(<https://cscmp.org/>)

- Defense Acquisition University (DAU)
(<http://www.dau.edu>)
- Federal Acquisition Institute (FAI)
(<https://www.fai.gov>)
- General Services Administration (GSA)
(<https://www.gsa.gov/events>)
- International Society of Logistics (SOLE)
(<http://www.sole.org/>)
- National Property Management Association (NPMA)
(<http://www.npma.org/>)
- Project Management Institute (PMI)
(<http://www.pmi.org/>)

PART 3: Integrated Professional Development Framework

The following programs are invaluable initiatives that can provide enormous opportunities for professional growth as complementary components to the personal property training framework. Many agencies have already successfully implemented these programs.

A necessary component of any career development program is an institutionalized process of individualized career development activities. In addition to the training requirements identified in Part 2, consider developmental opportunities when creating an employee's IDP. For example, the following voluntary activities are available when formulating Individual Development Programs:

Mentoring Program

Mentoring is a structured but informal agreement between two individuals outside the normal employee/supervisory relationship, wherein the mentor assists the participant (protégé) in their career development planning process. The mentor is usually an individual who has progressed in their career and who can provide insight and guidance on career choices, opportunities, and vehicles to a junior individual, usually in the same career field/profession. Mentoring can provide personal property management career participants valuable coaching and feedback regarding their career plans and choices, at little or no cost to the agency.

Rotational Assignments

Rotational assignments are a valuable source of experience and opportunity for growth. These assignments provide individuals with opportunities to demonstrate comprehension and ability in analyzing and resolving on-the-job performance issues. In addition, rotational

assignments provide the individual with exposure to other functions, foster a better understanding of other disciplines, create a better appreciation of the various contributors to the personal property management process, and further build positive team relationships. A rotational assignment should challenge an employee in areas where there has been minimal exposure. Like mentoring, rotational assignments require little or no funding from the host agency.

Professional Associations

Membership in professional associations allows personal property professionals to keep abreast of current topics and trends important to job performance. Memberships can also provide opportunities for an exchange of knowledge, experiences, information, and ideas on a variety of issues.

Some professional associations that may be of interest include, but are not limited to:

- Association for Supply Chain Management (ASCM)
(<http://www.ascm.org/>)
- Council of Supply Chain Management Professionals (CSMP)
(<https://cscmp.org/>)
- International Society of Logistics (SOLE)
(<http://www.sole.org/>)
- National Property Management Association (NPMA)
(<http://www.npma.org/>)
- Project Management Institute (PMI)
(<http://www.pmi.org/>)

CONCLUSION

In the initial report, the subcommittee (1) identified some of the major issues, and (2) supplied a framework for training. The scope of this report is narrow in terms of some of the major issues. However, the training framework outlined in Part 2 can provide the foundation for property training. As you evaluate the report, discuss it with various stakeholders, and obtain thoughtful input. Please send comments to personalpropertypolicy@gsa.gov so we can revise the framework as necessary.