

Personal Property Management (PPM)

COURSE NUMBER **FAA01200029**

For information about this course, contact:
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DESCRIPTION AND LEARNING STRATEGY

The *Personal Property Management* course is a comprehensive course of the processes for personal property to include Reports of Survey, Reutilization & Disposition, and Fleet Management. The course is designed for the application and demonstration of the knowledge and skills needed to enhance effectiveness as FAA representatives when managing personal property programs.

Methodologies for this course include lecture, facilitated discussions, small group activities, and case study skill demonstrations.

OBJECTIVES

Using and in accordance with reference documents and course materials, participants will:

- Explain and apply the roles and responsibilities for personal property management.
- Explain and apply the regulatory guidance necessary for effective personal property management.
- Demonstrate key processes involved in personal property management.
- Demonstrate use of various tools and automated systems used in personal property management.

KEY PERSONAL PROPERTY COMPETENCIES

- Personal Property Management
- Reports of Survey
- Reutilization and Disposition
- Fleet Management

CLASS SIZE

18 participants

LENGTH 7½ days
(Tuesday, 8:00 a.m. –
Thursday, 12:00 noon)
60 hours

LOCATION

FAA Center for
Management and
Executive Leadership
Palm Coast, Florida

UPCOMING DELIVERIES

See [eLMS](#) schedule.

WHO SHOULD ATTEND

Intermediate level
Logistics Management
Specialists

Recommended for all
FAA employees and
contractors involved in
managing personal
property programs.

ENROLLMENT

A point of contact will
be identified at time of
offering.

PREREQUISITE

Introduction to Materiel
and Personal Property
Course (FAA1200014)

PRECOURSE

None