



# Standard Practice for Property Management for Career Development and Training<sup>1</sup>

This standard is issued under the fixed designation E 2379; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reappraisal. A superscript epsilon (ε) indicates an editorial change since the last revision or reappraisal.

## 1. Scope

1.1 This practice covers the creation of a set of guiding principles to be used when establishing a formal training and development program for professional employees engaged in the practice of property management.

1.2 This practice sets forth the consensus of the personal property management profession with regard to the requirements for a Personal Property Career Development (PPCD) program.

1.3 The acceptance of this practice by the profession has the potential to encourage a broader and higher level of thinking by its practitioners, reinforce the use of innovative and cost-effective practices, create greater commonality between government and industry practices, and increase the ability of organizations to respond to changing needs and business conditions.

1.4 The PPCD program establishes the recommended education, training, and experience requisites necessary for property management organizations to adequately support the missions and objectives of organizations operating in or encouraging domestic and global commerce.

1.5 The PPCD program is predicated on three levels of professional certification based on a combination of academic course work and professional experience.

1.6 The standard is written to recognize that there are numerous educational providers of courses that may satisfy the career development objectives articulated under this standard. It is the responsibility of each organization which adopts this standard to confirm the appropriateness of any specific course offering.

## 2. Referenced Documents

2.1 This listing is not intended to be a complete list of reference documents; however, it may prove useful in developing a research plan to better understand the training and development goals and priorities established by this standard.

### 2.2 ASTM Standards:<sup>2</sup>

E 2131 Practice for Assessing, Loss Damage, or Destruction of Property

E 2132 Practice for Physical Inventory of Durable, Moveable Property

E 2135 Terminology for Property and Asset Management

E 2219 Practice for Valuation and Management of Moveable, Durable Property

E 2220 Practice for Establishing the Full Valuation of the Loss/Overage Population Identified During the Inventory of Movable, Durable Property

E 2221 Practice for the Administrative Control of Property

### 2.3 NPMA Standards:<sup>3</sup>

The NPMA Standard Property Book, Second Edition, August 2001

The NPMA Contract Property Manual, Second Edition, January 2000

### 2.4 Federal Standards:<sup>4</sup>

GAO Manual for Guidance of Federal Agencies, Title 2, Accounting

Federal Property and Administrative Services Act of 1949

Federal Property Management Regulations

Federal Management Regulations

The Budget and Accounting Procedures Act of 1950

Federal Acquisition Regulations

Office of Federal Procurement Policy Letter 92-3

Office of Federal Procurement Policy Letter 97-01

Public Law 93-400

Office of Management and Budget Circular A-21

Office of Management and Budget Circular A-110

<sup>1</sup> This practice is under the jurisdiction of ASTM Committee E53 on Property Management Systems and is the direct responsibility of Subcommittee E53.05 on Property Management Maturity.

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<sup>2</sup> For referenced ASTM standards, visit the ASTM website, [www.astm.org](http://www.astm.org), or contact ASTM Customer Service at [service@astm.org](mailto:service@astm.org). For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

<sup>3</sup> Available from the National Property Management Association, Inc., 1102 Pinehurst Rd., Oaktree Center, Dunedin, FL 34698.

<sup>4</sup> Available from U.S. Government Printing Office Superintendent of Documents, 732 N. Capitol St., NW, Mail Stop: SDE, Washington, DC 20401.

2.5 *State Standards:*<sup>5</sup>

Government Accounting Standards Board Statement 34  
(GASB 34)

Government Accounting Standards Board Statement 35  
(GASB 35)

Contracts management  
Grants management  
Subcontracts management  
Policy and procedures development  
Contracts and agreements closure  
Disposition and retirement

**3. Terminology**

3.1 *Definitions of Terms Specific to This Standard:*

3.1.1 *acquisition cost, n*—purchase price paid for property and any subsequent improvements to it. Includes cash paid or fair value received and material amounts of preparation cost such as inspection, testing, and installation.

3.1.2 *agency, n*—government organization, regardless of level (federal, state, or local).

3.1.3 *best value, n*—expected outcome of an action, in the entity’s estimation, which provides the greatest overall benefit.

3.1.4 *best-in-class, adj*—documented strategies and tactics used by highly admired agencies, companies, and institutions.

3.1.5 *company, n*—for-profit organization.

3.1.6 *property specialist, n*—if an employee is new to property or currently works in a directly related area (for example, shipping, receiving, or inventory), the employee should be recognized as Level I certified after completing the recommended PPCD program.

3.1.7 *institution, n*—not-for-profit or a non-profit, non-governmental organization.

3.1.8 *property manager, n*—if an employee has worked in property for at least six years, has work experiences in at least seven of the functional areas (see *Discussion*), and four years of more responsible managerial or comparable experience, the employee should be recognized as Level III certified upon completion of the recommended PPCD program. Managerial or comparable experience means supervision, decision-making, or lead supervision of resources (not necessarily personnel). This could include project management, program management, financial management (budget), team leadership, and activity as the sole property manager in an agency, company, or institution.

3.1.8.1 *Discussion*—Functional areas of personal property management expertise:

- Planning
- Acquisition
- Receiving
- Identification
- Records
- Control: ownership, responsibility, and accountability
- Movement and transfers
- Property accounting
- Valuation
- Risk management
- Storage, warehousing, and inventory management
- Environmental considerations
- Reporting
- Consumption
- Utilization
- Maintenance
- Physical inventory
- Audits
- Screening and excessing

3.1.9 *property administrator, n*—if an employee has worked in property for at least three years, and has a variety of work experience in at least seven of the functional areas (see 3.1.8.1) of property management, the employee should be recognized as Level II certified upon completion of the recommended PPCD program.

3.1.10 *reasonable detail and reasonable assurance, n*—that level of detail and assurance that would satisfy a prudent and knowledgeable asset manager.

**4. Significance and Use**

4.1 The personal property management career field has many career disciplines that support agency, company, and institutional activities including industrial property management specialists, property administrators, property management officers, contract specialists, motor vehicle managers, and so forth. Career professionals not only manage personal property; but practitioners also develop policies and procedures for the management of personal property, and supervise property management operations within and across their employer’s organizations.

4.2 Within each organization, a senior management official should be assigned the responsibility for the implementation of the PPCD program. Functional management, including the design and specific curriculum content, should be delegated to the organization’s property manager who shall serve as the Personal Property Management Career Manager.

4.2.1 The supervisor of the personal property management function should be responsible for identifying training needs, funding, and creating a development plan for individual property management personnel consistent with their organization’s mission needs.

4.3 The PPCD program should be predicated on the recognition of three levels of training, each with core curriculum objectives for personal property management courses. Upon completion of each level, any property professional who has satisfied the training and experience requirements of the PPCD program should receive a certificate of completion from a professional accrediting organization or, as a minimum, another form of documented recognition by the sponsoring employer. The program should provide the opportunity for property professionals to apply their course knowledge and skills to analyze and resolve on-the-job issues. Completion of core courses in a logical sequence should be a requirement, so that the appropriate level of knowledge and experience is available for performance at a particular level and that later courses can build on the knowledge gained from earlier courses.

4.4 Property management senior officials should exercise personal initiative and sound business judgment in ensuring that the PPCD program provides a “best value” service and meets the organization’s needs.

<sup>5</sup> Available from the Director of Technical Inquiries, Government Accounting Standards Board, 401 Merritt 7, PO Box 5116, Norwalk, CT, 06856-5116.

## 5. Career Path Curriculum

5.1 The recommended core courses necessary to provide any agency, company, or institution’s personal property management workforce with the knowledge base necessary to support the property management function that are outlined below.

### 5.1.1 Level I (Property Specialist):

Contract Property Administration Fundamentals  
Fundamentals of Contracting  
Elective No. 1

### 5.1.2 Level II (Property Administrator):

Intermediate Contract Property Administration  
Contract Law  
Contract Property Disposition  
Elective No. 2  
Elective No. 3

### 5.1.3 Level III (Property Manager):

Contract Property Systems Analysis  
Contract Property Management Seminar  
Advanced Property Management  
Elective No. 4

5.2 In addition to the core subjects, certain other elective courses have been identified that should be considered as supportive of the core program. These courses cover specific areas of personal property management which are unique to certain communities of practice or require a in-depth explanation, orientation, or comprehensive understanding of complex material. In Appendix X1 and Appendix X2, the core and elective courses are identified, along with a description of these courses.

## 6. Property Management Appointments

6.1 Property management activities should strive for and adopt “best-in-class” management practices, including the PPCD program, and use it as a cornerstone in achieving external validation of their property management practices.

6.2 Agencies, companies, and institutions that apply the PPCD program standard should ensure that their employees understand that opportunities for the most professional levels of practice in the career field are enhanced by successfully completing the appropriate level of core courses.

6.3 When recruiting from outside an agency, company, or institution, property managers should favor those prospective job candidates that have met the level of professional certification training that is consistent with this practice and commensurate with the requirements of the position to be filled.

## 7. Continuous Learning and Continuing Education

7.1 To remain current in personal property management knowledge, skills, and techniques, personal property managers shall obtain 80 hours of continuous learning/continuing education every two years.

7.2 If an agency’s, company’s, or institution’s property management professionals have combined functional responsibilities, and perform a mix of duties such as the contracting/purchasing and personal property management functions, continuous learning/continuing education should include all relevant functional areas. These requirements should be viewed as a complement to the requirements needed for the joint discipline and not a requirement to complete 80 hours of continuous learning/continuing education both in an area like contracting/purchasing and in personal property management, rather a total of 80 hours of continuous learning/continuing education in all relevant functional areas.

## 8. Summary

8.1 This practice concerns the creation of a uniform skill-based training program for agency, company, and institution property professionals.

8.2 The voluntary application of the PPCD program described in this practice will make clear the standards of property management to be applied in an agency, company, or institution.

8.3 The use of this PPCD program will serve to minimize many of the artificial and costly distinctions between agency, company, or institutional property management practices, which serve to raise the cost of work performed for all domestic and international organizations.

## 9. Keywords

9.1 certification; commerce; development; education; experience; knowledge; learning

## APPENDIXES

### (Nonmandatory Information)

#### X1. CORE COURSES OBJECTIVES

X1.1 Courses of these descriptions or similar courses should be required courses for certification purposes.

### X1.2 Level I (Property Specialist):

X1.2.1 *Contract Property Administration Fundamentals (Basic Property)*—This course should be one that is designed for industrial property management specialists, property administrators, and other personnel who manage personal prop-

erty. It is should also be designed to provide procurement and purchasing officials, program managers, team leaders, and others with a comprehensive understanding of contract, regulatory, and statutory requirements for the management and administration of personal property. The focus of this course should be property administration and the management of personal property. Pertinent topical areas should include the