

07301 (CBI/WEB) Excess Personal Property Disposition

Training Manager: AMA-610 Course Length: 40 hour(s)

This Internet course is designed for FAA personnel involved in the disposition of government property. This training covers the role of disposal planning in life-cycle management. In addition, the roles and responsibilities of FAA employees (program managers, property disposal officers, and property custodians) involved in the disposal process are defined. The hierarchy of disposal steps are outlined as well as the sequence of actions for screening, reporting, and disposing of unrequired and excess property. Disposal policies for FAA, DOT, DOD, and GSA are addressed. The course also provides instruction for property research and inquiry capabilities available through the LIS USD Subsystem.

Prerequisites: None
And one of the following: None

07302 (CBI/WEB) NAS F&E Project Materiel Management

Training Manager: AMA-610 Course Length: 32 hour(s)

This Internet course is designed for personnel involved with the National Airspace System (NAS) facilities and equipment (F&E) project/materiel management process. Curriculum is based on the AFZ-500 project/materiel management desk guide. Emphasis includes the organizational responsibilities, planning activities, procedures, and tools required to properly manage and control NAS F&E projects.

Prerequisites: None
And one of the following: None

07303 (CBI/WEB) Overview of NAS F&E Project Materiel

Training Manager: AMA-610 Course Length: 16 hour(s)

This web-based training is designed for managers, supervisors, and other higher-level personnel having responsibility for NAS F&E project/materiel management. It provides an overview of the life-cycle process from identification and planning through project closeout, including physical/asset management; roles and responsibilities; and process stages. It is strongly suggested participants obtain a hard copy of the project/materiel management desk guide (yellow book) prior to enrollment in the training. The guide can be requisitioned through LIS, using stock number 0056-00-480-0482.

Prerequisites: None
And one of the following: None

07305 (CBI/WEB) FAA Sales Contracting Officer (SCO) Training

Training Manager: AMA-610 Course Length: 16 hour(s)

This web-cmi course is a prerequisite to eligibility to act on behalf of the FAA as a sales contracting officer (SCO) in the sale of surplus property. Roles and responsibilities of an FAA SCO are defined. The course covers procedures for GSA-conducted sales, FAA-conducted sales, sales conducted by a commercial company, and negotiated sales. Emphasis is on the process and policies used for FAA-conducted sales. Terms and conditions for the applicable forms are also addressed.

Prerequisites: None
And one of the following: 07301, 07406

07306 (CBI/WEB) Field Logistics Management

Training Manager: AMA-610 Course Length: 32 hour(s)

This WEB course provides an overview of field logistics functions with roles and responsibilities addressed in each lesson. Major topics include data research, materiel acquisition, shipping, receiving, project materiel and personal property management, materiel reutilization and disposition, and motor vehicle management.

Prerequisites: None
And one of the following: None

07402 NAS F&E Project Materiel Management

Training Manager: AMA-610 Course Length: 32 hour(s)

This correspondence course is designed for personnel who are involved with the National Airspace System (NAS) facilities and equipment (F&E) project materiel management process. Curriculum is based on the AFZ-500 project materiel management deskguide. The training includes the organizational responsibilities, planning activities, procedures, and tools required to properly manage and control NAS F&E projects.

Prerequisites: None
And one of the following: None

07403 Personal Property Management - Correspondence

Training Manager: AMA-610 Course Length: 24 hour(s)

This correspondence course is designed for logistics personnel at all levels who are involved with the Personal Property In-use Management System (PPIMS). Subject areas include maintaining facility master and data files, acquisition, maintaining PPIMS property records, identifying property manager and property custodian responsibilities, performing physical inventories, and performing utilization, screening, and disposal procedures. Text contains removable job aids for use at workstation.

Prerequisites: None
And one of the following: None

07404 Field Logistics Management

Training Manager: AMA-610 Course Length: 32 hour(s)

This correspondence course provides an overview of field logistics functions with roles and responsibilities addressed in each lesson. Major topics include data research, materiel acquisition, shipping, receiving, project materiel and personal property management, materiel reutilization and disposition, and motor vehicle management. Text contains removable job aids for use at work station.

Prerequisites: None
And one of the following: None

07405 Motor Vehicle Fleet Management

Training Manager: AMA-610 Course Length: 40 hour(s)

This correspondence course is designed for FAA employees working in motor vehicle fleet management; i.e., fleet managers, their alternates, immediate supervisors, custodians, and logistics division managers. Subject matter covers policies, procedures, and structure of the FAA motor vehicle fleet management program including FAA, DOT, and GSA policies; official use, home-to-work, and alternative fuel issues; funding and cost concerns; and use of the MVS2000 Automated Tracking System.

Prerequisites: None
And one of the following: None

07406 Excess Personal Property Disposition (Correspondence)

Training Manager: AMA-610 Course Length: 40 hour(s)

This correspondence course is designed for personnel involved in the disposition of government property. The course covers the role of disposal planning in life-cycle management. Also, the roles and responsibilities of FAA employees (program managers, property disposal officers, and property custodians) involved in the disposal process are defined. The hierarchy of disposal steps are outlined as well as the sequence of actions for screening, reporting, and disposing of unrequired and excess property. Disposal policies for FAA, DOT, DOD, and GSA are addressed. The course also provides instructions for property research and inquiry capabilities available through the LIS USD subsystem.

Prerequisites: None
And one of the following: None

07407 FAA Sales Contracting Officer (SCO) Training-Correspondence

Training Manager: AMA-610 Course Length: 16 hour(s)

This course is a prerequisite to eligibility to act on behalf of the FAA as a sales contracting officer (SCO) in the sale of surplus property. The roles and responsibilities of an SCO are defined. The course covers

procedures for GSA-conducted sales, FAA-conducted sales, sales conducted by a commercial company, and negotiated sales. Emphasis is on the process and policies used for FAA-conducted sales. Terms and conditions for the applicable forms are also addressed.

Prerequisites: None
And one of the following: 07301, 07406

07408 Automated Inventory Tracking System (AITS)-Correspondence

Training Manager: AMA-610 Course Length: 24 hour(s)

This correspondence study course is for personnel responsible for managing FAA property using the Automated Inventory Tracking System (AITS) (ASCM Phase I). The course covers the use of the system to amend and validate the local property database and to produce forms for approval and entry into the Personal Property In-use Management System (PPIMS). It also explains how to download and upload system data into a scanner tool to perform property inventories. Practice exercises using the AITS training system are included.

Prerequisites: None
And one of the following: None

07700 Property Accountability: The Life Cycle

Training Manager: AMA-610 Course Length: 40 hour(s)

This course provides a comprehensive understanding of acquisition, including supply, issue, and purchase. Property disposal, under-utilization, methods of disposal, timeframes, and responsibilities for disposal are included. Students will gain knowledge about life-cycle operations and gain knowledge concerning acquisition, accountability, and disposal law. They will also learn to establish effective life-cycle management techniques. This course is recommended for those responsible for all or part of life-cycle management.

Prerequisites: None
And one of the following: None

07701 Logistics Remote Users Network (LOGRUN)

Training Manager: AMA-610 Course Length: 8 hour(s)

This FLIS course is designed to provide a basic introduction to the LOGRUN system. Students will learn different methods of accessing LOGRUN, how to sign on/off the system, POC's for solutions to system problems, and what various system error messages mean. Within LOGRUN several on-line systems are available. The systems covered in class are: logistics on-line access (LOLA) inquiry (NIIN/PSCN; CAGE/part number; part number) characteristics search, FSSC/FSG/INC, and commercial and government entity (CAGE). Students will be given a demonstration of these systems and hands on training through practical exercises.

Prerequisites: None
And one of the following: None

07702 Warehousing, Operations, and Disposal

Training Manager: AMA-610 Course Length: 32 hour(s)

This course offers students valuable information on the interface of inventory management and storage. Students will learn the design and implementation of warehousing space utilization principles and storage locator systems. The course covers effective means of product retrieval, materials handling equipment, and special design and equipment features for special needs. Individuals concerned with the receipt, storage, and issue of all types of personal property required to support the agency's mission should attend this course.

Prerequisites: None
And one of the following: None

07703 Applications in Personal Property Accountability

Training Manager: AMA-610 Course Length: 40 hour(s)

This capstone course affords the student an opportunity to work in teams and apply skills and knowledge on real life case studies from their own work environment. Decision-making techniques using team approaches and creating action plans to accomplish management functions in personal property will be utilized in the course. Students will learn and apply management techniques by working in groups to discover new processes and approaches in personal property management.

Prerequisites: None
And one of the following: None

07704 Federal Logistics Data on Compact Disc (FEDLOG)

Training Manager: AMA-610 Course Length: 8 hour(s)

This DLIS course is designed for novice and everyday users of FEDLOG. Instruction is on the basics of the FEDLOG product including keyboard functions and help features. It will enable users to understand and recognize types of data obtained from FEDLOG. Specific instructions are provided on interactive and characteristic search programs. Students will be given a demonstration of all three programs in FEDLOG--the basics, characteristics search, and drawings disk.

Prerequisites: None
And one of the following: None

07705 Logistics Information Fundamentals Course

Training Manager: AMA-610 Course Length: 32 hour(s)

This course is designed for anyone who needs access and understanding to the Federal Logistics Information System (FLIS). It provides fundamental and technical knowledge necessary to understand basic cataloging principles, how data is input into FLIS, and how to interpret data through Logistics Remote Users Network (LOGRUN) extracts. The course includes major organizational entity (MOE) rules data, catalog management data (CMD), and how they relate to item of supply management decisions.

Prerequisites: None
And one of the following: None

07718 Qualified Recycling Program Course

Training Manager: AMA-610 Course Length: 40 hour(s)

Course provides reutilization, marketing, and other related federal government personnel training in methods used to properly identify, classify, segregate, market, and dispose of recyclable materials and precious metal-bearing material in furtherance of the DOD recyclable and waste minimization program and the precious-metal recovery program. Hands-on laboratory testing will include use of hazardous chemicals and students will be exposed to dust generated from grinding material. If you have allergies, health concerns, or are pregnant, consult your physician prior to attending this class.

Prerequisites: None
And one of the following: None

07726 Defense Regional Inter Service Support (DRIS) Agreements

Training Manager: AMA-610 Course Length: 40 hour(s)

The course curriculum concentrates on DRIS regulatory policies and procedures, organizational functions and responsibilities, inter-service, inter-departmental, and inter-agency support agreement negotiations, preparation of DD Form 1144, and of support and reimbursable procedures.

Prerequisites: None
And one of the following: None

07733 Property Management for Custodial Officers

Training Manager: AMA-610 Course Length: 16 hour(s)

This course provides a comprehensive overview and procedures for day-to-day management of personal property. It is appropriate for personnel at the user level, the collateral property managers, and property custodial officers. Lectures, discussions, and class exercises teach the administrative and regulatory aspects of a property management program, terminology, and the process of determination of need, acquisition, accountability, and disposal at the user level.

Prerequisites: None
And one of the following: None

07739 Installation Logistics Management

Training Manager: AMA-610 Course Length: 80 hour(s)
 This course provides coverage of all functional areas of the Directorate of Logistics (DOL) responsibilities. It provides an overview of installation logistics management (ILM) functions. Emphasis is placed on responsibility at the retail level, Directorate of Logistics (DOL), and corresponding interfaces among installation directorates, divisions, and branches. Focus is directed toward arming, fueling, fixing, moving, and sustaining within an installation logistics management operation. Attention is directed toward installation management in the 21st century (Force XXI).

Prerequisites: None
And one of the following: None

07780 Logistics Management Development

Training Manager: AMA-610 Course Length: 160 hour(s)
 This course provides an overview of the Army logistics system. The life-cycle management model is the common thread of the course, and it is used to highlight the more significant considerations of rate, acquisition, inventory management, maintenance, and disposal of army materiel. Instruction in management skills includes basic statistical and probability techniques and aspects of interpersonal behavior. This instruction is oriented toward improving the decision-making abilities of the student by providing knowledge of the techniques and considerations involved in logistics management.

Prerequisites: None
And one of the following: None

07793 Management Analysis: Data Gathering

Training Manager: AMA-610 Course Length: 32 hour(s)
 This intermediate-level course provides the knowledges and skills needed to produce thoroughly researched useful management studies. Students will learn to conduct physical work area inspections and physical layout analysis. They will develop and execute both a work sampling and a work distribution analysis. Further course items include tips for constructing questionnaires, interviewing skills, measuring a causal model and flow chart procedures via single-column process flow charts and ADP flow charts.

Prerequisites: None
And one of the following: None

07799 Basics of Personal Property Management

Training Manager: AMA-610 Course Length: 40 hour(s)
 This MCI course provides comprehensive coverage of the management of personal property from determination of need through disposal. Students will obtain a working knowledge of property policies, procedures, and regulations. Emphasis is placed on management and control, accountability, and accounting for property. Major topics include determination of need, acquisition, property management, accountability, utilization and disposal, FIP equipment and software, accounting for contractor and grantee property, and property reports.

Prerequisites: None
And one of the following: None

07828 Program Evaluation

Training Manager: AMA-610 Course Length: 24 hour(s)
 This course is designed for managers, analysts, and other personnel who must evaluate and report the progress and outcome of programs. Students will learn to choose the best approach for a program evaluation, determine the scope, and identify and measure the value of major evaluation designs. Methods in determining data types, sources, and collection will be addressed, along with development of a data collection instrument. The course includes determining appropriate analytical methods, evaluating hypothesis testing methods, preparing, analyzing and interpreting data to create an effective program evaluation report.

Prerequisites: None
And one of the following: None

07831 Administration of Contractor-Held Property

Training Manager: AMA-610 Course Length: 40 hour(s)
 This MCI course is designed to teach the fundamentals of administering the billions of dollars worth of government-owned property and equipment used by and in the custody of contractors. Property administration responsibilities of the government and property management responsibilities and functions of the contractor are covered from award of the contract to disposal and contract closeout, including contract clauses, physical inventories, and subcontract administration.

Prerequisites: None
And one of the following: None