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of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

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SUBJECT: Implementation of CERCAP Refresh (CTP-CERCAP)

CATEGORY: Policy and Guidance

1. **Reference.** Engineer Circular (EC) 1165-2-217, Civil Works Review Policy, 20 FEB 18
2. **Purpose.** This Engineering and Construction Bulletin (ECB) provides the policy and guidance for utilizing the Corps of Engineers Reviewer Certification and Access Program (CERCAP) for nominating, endorsing, reviewing and certifying personnel as qualified for performing Agency Technical Reviews (ATR) within an Area of Expertise (AoE). This ECB also contains guidance on selection of appropriate reviewer level for projects and products determined to need an ATR. Civil Works ATRs must be done by CERCAP approved personnel. CERCAP approved personnel can also be used to provide support for all missions, based on availability.
3. **Applicability.** This ECB applies to U.S. Army Corps of Engineer (USACE) Engineering and Construction (E&C) personnel working within the Civil Works Program.
4. **Background.**
 - a. The requirement for utilizing CERCAP was initiated in 2013 via OPORD 2013-35 to address issues identified by the Engineer Inspector General. Since 2013, almost 4,800 E&C personnel have used CERCAP to nominate, validate, review, certify and identify qualified ATR reviewers. While providing a structured process, the early implementation of CERCAP was not always consistently applied to nominees, within or across Communities of Practice (CoP).
 - b. To address consistency issues, a new version of CERCAP has been developed within the Command Training Plan (CTP) application. CTP-CERCAP requires more specific information to be submitted by nominees within a two-level certification structure. The new system requires review/endorsement by Subject Matter Experts (SME) or Regional Technical Specialists (RTS) as well as functional leadership against established guidelines, and automatically requires biennial recertification to ensure CTP-CERCAP information is current and valid. Additional new capabilities include more flexibility for administrative controls and delegations, automatic email notices, tracking of actions and ability to inactivate/decertify when necessary.
 - c. Rollout webinars and detailed user instructions for CTP-CERCAP are planned to be provided by the end of October 2020. The rollout will be phased, with the first month focused on personnel not previously certified but are potentially needed for ATR reviews.

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5. Policy.

a. Starting 1 November 2020, all new nominations, endorsements, reviews and certifications will be done utilizing the CTP-CERCAP application located at <https://maps.crrel.usace.army.mil/apexcrrel/f?p=121>. Additionally, all personnel certified in the legacy CERCAP must submit a new nomination in CTP-CERCAP between 1 December 2020 and 1 April 2021. Starting 1 June 2021, only those persons listed in CTP-CERCAP as certified may be selected by Review Management Organizations (RMOs) to perform ATRs. Certification is specific to CoP-determined Areas of Expertise (AoE) and degree of nominee experience. RMOs will ensure reviewers are only assigned features of projects or products that are associated with the AoEs the reviewer is certified for.

b. The CTP-CERCAP application provides two levels of certification: Level 1 for projects of medium to low risk, or standard or routine designs (approved at MSC level); and Level 2 for projects considered high risk, high complexity, or having a unique design (approved at HQ level). Additional details and definitions are provided in the attached tables.

c. CTP-CERCAP is a tool to support implementation of Civil Works review policy provided by EC 1165-2-217, or successor document. Specifics on vertical team integration and development of a review plan should be obtained from EC 1165-2-217, or successor document (ER 1165-2-217 is currently in preparation).

6. Guidance. The attached tables describe the intended process and include guidelines that should be followed to provide consistency to ATR reviewer certification and selection.

7. Updates. New requirements will be included in appropriate policy document updates.

8. Point of Contact. The HQUSACE E&C Point of Contact for this ECB is Mr. Chris Westbrook, CECW-CE, (202) 761-7584.

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Attachment A – CTP – CERCAP Overview – Level 1

Attachment B – CTP – CERCAP Overview – Level 2

Attachment C – CTP – CERCAP Reviewer Certifications Guidelines

Attachment D – CTP – CERCAP Workflow

ATTACHMENT A: CTP – CERCAP OVERVIEW – LEVEL 1

			CTP-CERCAP OVERVIEW – LEVEL 1	
Reviewer Requirement	CERCAP Certification	Project Criteria	Definition	Review Plan Guidance
Level 1	MSC	Medium to Low Risk Standard or Routine Design	Routine design and other products requiring an ATR for which there is a sustained history of satisfactory quality and performance and environmental conditions are typical of the region.	<ul style="list-style-type: none"> - The District Chief of Engineering determines that the project, feature, or component, is of Medium to Low Risk and/or Medium to Low Complexity. - RMO selects the ATR Lead with input from the MSC CoP Lead. RMO with input from the Lead Engineer and ATR Lead determines the ATR Reviewer requirements for each Level 1 project feature. (Note: Review Plans are reviewed and approved at the MSC and should be consulted during the ATR team selection process.)
Each MSC following the general selection guidelines will establish regional standards for endorsement and certification of Level 1 ATR Reviewers within their MSC, utilizing CERCAP.				
<p>EXAMPLES OF PROJECT FEATURES SUITABLE FOR LEVEL 1 REVIEWERS: Refer to EC 1165-2-217, Table 2.1 for guidance on determination of Level 1. In general, projects in which the MSC is the RMO will likely be Level 1. These projects do not have life safety risk and do not require a SAR. Typical projects include but are not limited to: design and/or repair of pavements, riprap revetments, site grading, storm water management, dredging, disposal of dredge and earth fill materials in low hazard CDFs, typical beach renourishment, replacement in-kind of operational components including structures, gates, and machinery, in locations where there are lower consequences and no unusual future conditions exist. It is envisioned that a majority of each ATR Team will be comprised of Level 1 Reviewers. Level 2 Reviewers will be added to the team as needed to review the more complex project features.</p>				

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Level 1 questions (in CTP-CERCAP) for nominee to answer for each AoE being applied for:

- How many years of experience do you have associated with this AoE?
- Name three projects/products you worked on associated with this AoE in the past 10 years and describe what your role was, specific to the AoE (engineer, lead engineer, technical manager).
- CoP specific question (if required)

Level 1 evaluation guidance:

- Should have at least 5 years of experience associated with the specific AoE, with at least half in a pure technical capacity.
- Should have identified three projects/products worked on in the last 10 years that include the associated AoE.
- Should be considered a competent journeyman, typically GS-12 and above, for the specific AoE.
- Should at least be as qualified as someone assigned to do a Level 1 type project.

ATTACHMENT B: CTP – CERCAP OVERVIEW – LEVEL 2

			CTP-CERCAP OVERVIEW – LEVEL 2	
Reviewer Requirement	CERCAP Certification	Project Criteria	Definition (Meets one or more of the following)	Review Plan Guidance
Level 2	HQ	High Risk High Complexity or Unique Design	<ul style="list-style-type: none"> • A multi-functional, multi-component project that requires many complex and interactive design considerations. • Projects that could be impacted by non-typical environmental conditions that have the potential to impose extreme loadings on existing or proposed infrastructure. • A unique design or material component is being proposed that is untested for the application or has a limited performance history. • Failure of the project, feature, or component, would result in a significant threat to: <ul style="list-style-type: none"> ○ Public safety or significant life safety potential, especially for vulnerable populations. ○ Large economic damages. ○ Environmental impacts related to threatened or endangered species. 	-The District Chief of Engineering determines that the project, feature, or component is of High Risk and/or High Complexity and which disciplines (or project features) require a Level 2 certified reviewer. - RMO selects the ATR Lead. - RMO with input from the Lead Engineer, ATR Lead and MSC CoP Lead determines the ATR Reviewer requirements for each Level 2 project feature. (Note: Review Plans are reviewed and approved at the MSC and should be consulted during the ATR team selection process.)
HQ CoP Leads will determine technical experience and qualification requirements for Level 2 Reviewers. * HQ CoP Leads will establish a process for review, endorsement and certification of Level 2 ATR Reviewers within their CoP discipline(s) within the CERCAP framework.				
EXAMPLES OF PROJECT FEATURES REQUIRING LEVEL 2 REVIEWERS: Refer to EC 1165-2-217, Table 2.1 for guidance on determination of Level 2. In general, projects in which the RMC, INDC or other PCXs are the RMO would likely be Level 2. These projects have life safety risk or significant economic consequences (large navigation projects) and typically require a SAR. Typical projects include but are not limited to: design and/or modification of high and significant hazard dams; highly complex structures, foundations or retaining structures; high economic or environmental consequence features; significant life safety features; extreme loading determinations, used for design of significant and/or high risk projects. (MSC and/or HQ CoP Leads will determine specific criteria for their respective disciplines).				

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Level 2 questions (in CTP-CERCAP) for nominee to answer for each AoE being applied for (optional):

- How many years of experience do you have as lead engineer or scientist performing unique, highly complex and/or high-risk work associated with this AoE?
- Describe three examples of your design or evaluation work associated with this AoE you consider to be unique, highly complex and/or high risk.
- In the last 5 years, approximately how many technical reviews (DQC or ATR) have you performed associated with this AoE?
- CoP specific question (if required)

Level 2 evaluation guidance:

- Requires Level 1 certification and endorsement by MSC E&C Chief or Delegate to be considered.
- Intended for true subject matter experts (SME/RTS type people), typically GS-13 and above, or highly qualified GS-12.
- Should have a professional certification (unless very special circumstance).
- Should have at least 10 years total experience.
- Should have at least 5 years of experience associated with the specific AoE, in a pure technical capacity.
- Should have described three examples of design or evaluation work associated with the AoE that would be considered Level 2.
- Should have performed at least 2 technical reviews in the last five years associated with this AoE.

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ATTACHMENT C: CTP – CERCAP REVIEWER CERTIFICATION GUIDELINES

CTP-CERCAP REVIEWER CERTIFICATION GUIDELINES			
	Nomination Endorsement	Review	Approval
Level 1	District E&C Chief or Delegate	At least one CoP Lead, SME or RTS from Region Action: Confirm/endorse experience that was provided in the Resume and Questionnaire is appropriate for Level 1	The MSC E&C Chief will determine the approving official and additional acceptance criteria for Level 1 Approval.
Level 2	MSC approval for Level 1 and endorsement for Level 2	At least two regional CoP Leads, SME or RTS selected by the HQ CoP Lead Action: Confirm/endorse experience that was provided in the Resume and Questionnaire is appropriate for Level 2	The HQ CoP Lead will be the Level 2 approving official for their respective disciplines and will determine additional requirements as necessary for Level 2 candidates.
All nominations, endorsements, and approvals will be done within the CERCAP on-line Tool.			

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ATTACHMENT D: CTP – CERCAP WORKFLOW

CTP-CERCAP Workflow

