ENGINEERING AND CONSTRUCTION BULLETIN

No. 2021-2	**Issuing Office:** CECW-EC	**Issued:** 20 Jan 21	**Expires:** 20 Jan 23

SUBJECT: Construction Quality Management (CQM) for Contractors Course

CATEGORY: Directive and Policy

1. **References**:

    a. Engineer Regulation (ER) 1180-1-6 Construction Quality Management

    b. Army Regulation (AR) 1-50 Army Conference Policy

2. **General Information.** The U.S. Army Corps of Engineers (USACE) requires the contractor's Quality Control Managers to attend the "Construction Quality Management for Contractors" (CQM-C) course and obtain a Certificate of Completion before being allowed to perform their quality control responsibilities outlined in the contract. Certificates of Completion are valid for five years from the date of course completion.

3. **Certification.** Certification of contractor's Quality Control Managers is obtained through successful completion of the CQM-C course. Contractor personnel who meet all other requirements for designation as a Quality Control Manager but have not obtained a CQM-C certificate due to COVID-19 restrictions shall be permitted to serve as Quality Control Managers conditioned upon obtaining a CQM-C certificate within 120 days of USACE lifting current in-person learning restrictions.

4. **Recertification.** Recertification of contractor's Quality Control Managers is obtained through successful completion of the CQM-C course. Contractor personnel who possessed a valid, unexpired, CQM-C certificate on 1 Mar 2020 are required to obtain their recertification within 6-months of USACE lifting current in-person learning restrictions.

5. **Reciprocity with Naval Facilities Command (NAVFAC).** CQM-C was jointly developed with the Naval Facilities Engineering Command (NAVFAC). NAVFAC Construction Directors may certify instructors to teach the course based on the criteria below. NAVFAC courses are taught by NAVFAC personnel or authorized contractors. CQM-C course certificates awarded by NAVFAC or their authorized contractors will be accepted by USACE.

6. **USACE CQM-C Course Administration.** Each CQM-C course offering will be sponsored through the local USACE District, with the District responsible for the quality of instruction, and other requirements stated herein. The local District is responsible for all CQM courses offered in their Area of Responsibility (AOR). A District may not sponsor a course outside of their AOR without approval of their Division CQM Manager.

The Senior Regional Construction Engineer or their designee, as the Division CQM Course Manager, is responsible for the management of the CQM course within their Division. Division CQM Course Managers will appoint in writing a District CQM Course Manager. Division CQM

Course Managers are responsible for certifying District nominated course instructors and maintaining the certified instructor list for their Division on the Headquarters CQM SharePoint site. The Division CQM Course Manager will maintain a list of course offerings or a link to District CQM course listings on their Division's public website.

The District CQM Course Manager is responsible for identifying and nominating CQM course instructors to the Division CQM Course Manager for approval. The District CQM Course Manager is responsible for issuance and tracking of Certificates of Completion issued to students successfully completing the course. A Completion Certificate template is included in Attachment C. The District CQM Course Manager will provide a schedule of their proposed CQM for Contractors to the Division CQM Course Manager.

AR 1-50 defines classes held in non-governmental facilities to be a conference and requires the preparation and approval of a conference package. If the course cannot be reasonably conducted in a Government facility, the sponsoring District will submit a conference waiver to the HQUSACE Chief of Construction. Waiver requests will only be approved at the HQUSACE level. A single waiver request will be submitted by the sponsoring District that includes all sessions for the upcoming calendar year that will be held at a non-government facility. All waiver requests for the upcoming calendar year must be submitted by 31 October. A viable alternative to the use of non-government facilities is holding the classes virtually. Virtual courses may be offered by NAVFAC or USACE components or may be administered through a non-government organization with instruction provided by certified USACE or NAVFAC instructors.

Sponsoring Districts will coordinate the planning and presentation of all CQM for Contractors courses with the Division CQM Course Manager. The sponsoring District's CQM Course Manager is responsible for emailing the completed Excel student roster/spreadsheet to the Division CQM Course Manager. The Division CQM Course Manager shall update the consolidated database of all student records of completion on the HQUSACE CQM Course SharePoint site. The Division CQM Course Manger will not accept any other form of documentation as a record of student course completion. Attachment A provides an example of the spreadsheet/roster, instructions for completing the spreadsheet and assigning certificate numbers. Instructors can obtain electronic copies of the spreadsheet, instructions, and certificate of completion at the HQUSACE CQM SharePoint site.

7. **Certification of Instructors.** Instructors/facilitators for the CQM-C course will be certified in writing by the Division CQM Course Manager, with certification valid for a period of 3 years.

Recertification of instructors is required to verify the quality of instruction provided by the individual and to verify that the instructor's construction management knowledge and experience correspond with current practices, procedures, and requirements. Instructors are required to be recertified every 3 years by submission of their updated qualifications to the District's CQM Course Manager. The District CQM Course Managers will send the updated qualifications to the Division CQM Course manager for review and approval. Included in Attachment B is a sample copy of an Instructor Certification Letter that each instructor must have before being allowed to teach the CQM-C course.

Instructors must have first-hand knowledge and experience in current USACE construction management requirements, systems, principles, and practices through hands on USACE field project management role or contractor's quality control or a field supervisory role directly involved in USACE construction projects. The instructors will be USACE employees or currently employed retired annuitants with this knowledge and experience. USACE instructors are required to be in a "pay status" when instructing the course.

Each USACE District CQM Course Manager shall periodically audit their certified instructors before submission of their recertification to the Division CQM course manager. Instructor certification may be revoked at any time by the Division CQM Course Manager.

8. **Course Update.** Suggestions for course updates will be accepted by CQM-C course instructors throughout the year using a course evaluation/survey following the completion of a CQM-C course. CQM-C course instructors, Division CQM Course Managers, and/or District CQM Course Managers will enter suggestions for course improvements/changes at the HQUSACE CQM SharePoint site. A CQM-C Steering Committee comprised of USACE and Navy representatives will evaluate suggestions and issue an update to the course a minimum of every two years.

9. **Point of Contact.** HQUSACE point of contact for this ECB is Andrea Hinkle, CECW-EC, (202)761-0656 or at email: Andrea.M.Hinkle@usace.army.mil.

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PETER L. STURDIVANT, P.E.
Chief, Engineering and Construction Division
U.S. Army Corps of Engineers

Encl.
Attachment A – Example Spreadsheet Roster
Attachment B – Sample Instructor Certification Letter
Attachment C – CQM-C Course Certificate Template

ATTACHMENT A

CQM FOR CONTRACTORS
Certificate Numbering, Roster Spreadsheet, Completion Instructions

After completion of a CQM-C course, instructor will send the completed spreadsheet to the District CQM Course Manager. The District CQM Course Manager will send the spreadsheet to the Division CQM Course Manager who will update the HQUSACE CQM SharePoint site.

A certificate number will be added to each certificate based on the issuing organization. The certificate number includes the issuing organization i.e. Corps District or NAVFAC Office identifier (three (3) digit field), facilitator identification number (two (2) digit field), current FY (two (2) digit field) and student number (five (5) digit field).

Examples: NWO041101250; SE9041100001 = Organization-district identifier (3 digits);facilitator identifier (2 digits); FY (2 digits); student number (5 digits). Drop down boxes of accepted issuing organizational Identifier codes and two-digit FY are on the Excel spreadsheet located on the HQUSACE CQM SharePoint site. See below for in-depth examples (examples only – may not be the actual number assignment):

District Identifier: Omaha District = NWO
Facilitator Identifier:
00 – Omaha District
01 – Wisconsin Area Office (by office)
02 – Nebraska Area Office
03 – South Dakota Area Office
04 – North Dakota Area Office
05 – Jennifer McQueen (by facilitator name)

Certificate number: NWO042101250=Omaha District/North Dakota Area Office/FY21/number student (01250)

NAVFAC SE = SE9
00 – NAVFAC SE
01 – Facilitator Bruce Pastorini
02 – Facilitator Robert "Whit" Heffington
03 – Facilitator Mark N. Clark
04 – Facilitator John Parker
05 – Not assigned at this time
06 – Not assigned at this time

Certificate number: SE9042100001 = NAVFAC John Parker/FY21/number student (00001)

CQM FOR CONTRACTORS
COURSE #784

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FACILITATOR NAME:								(COLUMNS H,I,J and K) COMPRISE STUDENT CERTIFICATION NUMBER				
2	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	First Name	Middle Initial	Last Name	Location City	Location State or Country	District Organization (three-digit)	Facilitator Code (two-digit)	FY (two-digit)	Student Number (five-digit code)	Pre-Test	Post-Test
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CQM FOR CONTRACTORS COLUMN INSTRUCTIONS

	FACILITATOR NAME	Name or names of facilitators
A	START DATE	Start date of actual training session/class
B	END DATE	End date of actual training session/class
C	FIRST NAME	First name of student
D	MIDDLE INITIAL	Middle initial of student
E	LAST NAME	Last name of student
F	LOCATION CITY	Name of City where training is actually held
G	LOCATION STATE	Two letter abbreviation of the state where training is actually held
H	DISTRICT ORGANIZATION	Three digit alpha/alpha numeric of sponsoring Corps/NAVFAC (see drop down)
I	FACILITATOR CODE	Two digit number designation of facilitators assigned by Corps District or NAVFAC
J	FY	Two digit number for fiscal year of training i.e. 2011 = 11; 2012 = 12 (see drop down)
K	STUDENT NUMBER	Five digit number assigned to each student trained per session Corps District/NAVFAC. Example: student #1=00001; student #500=00500; student #99,999=99999
L	PRE-TEST	Pre-test Score
M	POST-TEST	Post-test Score

REMEMBER: (COLUMNS H,I,J and K) COMPRISE STUDENT CERTIFICATION NUMBER

The ULC approved Excel Spreadsheet will be the only accepted form for reporting training. The ULC approved Excel Spreadsheet shall not be modified for any reason. If you need additional information for internal reporting, use another tab. Email the completed ULC approved Excel Spreadsheet to DLL-ULN-CQM-C@usace.army.mil.

CANCELLED

ATTACHMENT B

Instructor Certification Letter Sample

Division Letter Head

15 January 2021

Memorandum for Record

Subject: John E. Parker, CQM-C Instructor/Facilitator Certification Sample

1.   John E. Parker is recognized as an instructor of the Corps of Engineers Construction Quality Management for Contractors (CQM-C) course by _____ (Sponsoring District) for the period 15 January 2021 through 14 January 2024. Mr. Parker's Facilitator Identification Number is: 04

2.   Mr. Parker is authorized to reproduce course materials and issue certificates signed as instructor/facilitator on the approved completion certificates for those students that successfully complete the course.

3.   Mr. Parker will email the provided Excel roster spreadsheet to the District CQM Course Manager upon completion of all CQM-C courses.

4.   For any questions relating to this matter, please contact Mr. xxxxxxx, at xxx-xxx-xxxx.
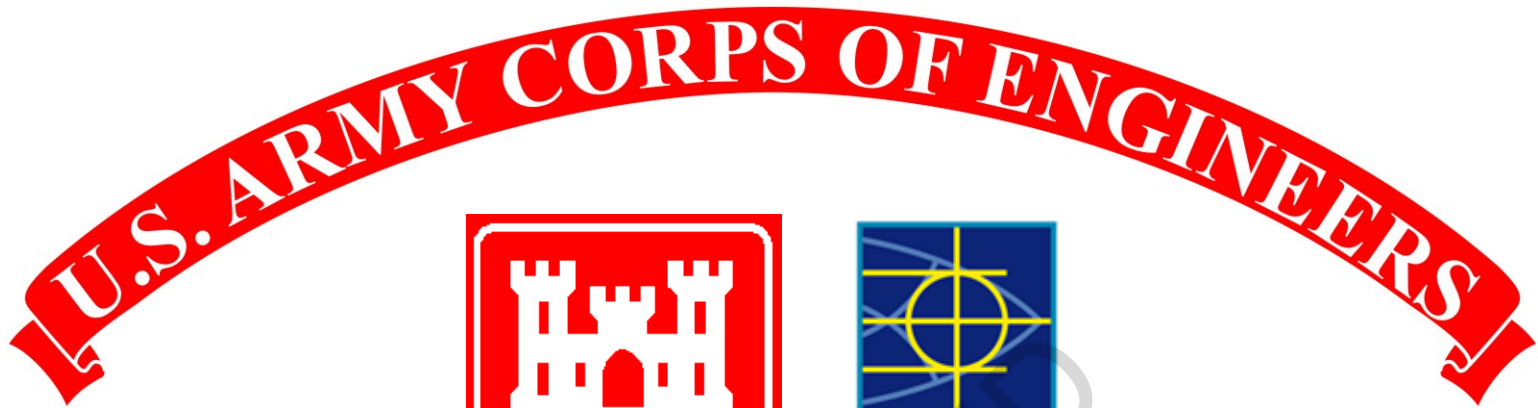
Signature Block
Division CQM Course Manager

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ATTACHMENT C

CQM-C Course Certificate Template

CANCELLED

U.S. ARMY CORPS OF ENGINEERS

CERTIFICATE

CANCELLED

has completed the Corps of Engineers and Naval Facilities Engineering Command Training Course:

CONSTRUCTION QUALITY MANAGEMENT FOR CONTRACTORS

_____   _____   _____   _____

Location   Training Date(s)   Instructional District/ NAVFAC   District CQM Course Manager

_____   _____   _____   _____

Facilitator/Instructor   Email   Telephone   Facilitator/Instructor Signature

THIS CERTIFICATE EXPIRES FIVE YEARS FROM DATE OF ISSUE