



US Army Corps
of Engineers®

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2013-26

Issuing Office: CECW-CE

Issued: 9 Sep 2013

Expires: 9 Sep 2015

Subject: Construction Quality Management (CQM) for Contractors Course - Update

Applicability: Directive

1. This ECB provides updated information and requirements of the PROSPECT Course #784, "Construction Quality Management (CQM) for Contractors," and PROSPECT Course #701, "Construction Quality Management for Contractors Recertification. This ECB is effective immediately.
2. General Information. The U.S. Army Corps of Engineers (USACE) requires the contractor's Quality Control Manager to obtain a Certificate of Completion for the CQM for Contractors course before being allowed to perform their quality control responsibilities outlined in the contract. Certificate of Completion are valid for five years from completion date of course. Through ECB 2011-06, PROSPECT Course #701 was introduced as an on-line course for recertification.
3. The open-access server on the USACE Learning Network (ULN) was taken off-line on February 28, 2013. Another open-access network has not been available to the USACE Learning Center (ULC) compatible with the software programming of the recertification course. This has led to discontinuing efforts for this recertification course.
4. PROSPECT Course #701, CQM for Contractors Recertification Course, will no longer be offered. All recertification of the CQM-C course will be through retaking the resident PROSPECT Course #784, as was the method in the past. Those with CQM-C certification that expired after 28 Feb 2013 are granted an extension until **1 February 2014** to retake resident PROSPECT Course #784 for recertification purposes.
5. CQM for Contractors Course Administration:
 - a. Each CQM for Contractors course offering will be sponsored through the local USACE District, with the District responsible for the quality of instruction, certifying instructors, and other requirements stated herein.
 - b. A District CQM for Contractors Course Manager, for course #784, shall be assigned by the District's Chief of Construction, or equivalent. This position will be termed "CQM Course Manager" for the remaining portion of this ECB. District CQM Course Managers are required to keep records of all personnel completing the CQM for Contractors course.

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- c. USACE Learning Center (ULC) approved certificates of completion will be issued under the supervision of the local USACE District's CQM Course Manager.
 - d. Each USACE District shall provide a schedule of their proposed CQM for Contractors course offerings for the coming calendar year, with link(s) to any website(s) advertising that schedule, by email to: DLL-ULN-CQM-C@usace.army.mil. The web-links will be posted on the ULC website: <http://ulc.usace.army.mil>. Additionally, each District will send a list of facilitators/schedulers for the CQM-C course to this same email address.
 - e. Location of training for this course is not restricted beyond requirements stated in ECB.
 - f. Sponsoring Districts will coordinate the planning and presentation of all CQM for Contractors courses with the ULC. The sponsoring District's CQM Course Manager is responsible for emailing the completed Excel student roster/spreadsheet to: DLL-ULN-CQM-C@usace.army.mil. The ULC shall maintain a consolidated database of all student records of completion. Instructors/facilitators will not alter/customize the Excel spreadsheet provided by the ULC. The ULC 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 certification numbers. Instructors can obtain electronic copies of the spreadsheet, instructions, and certificate of completion at the above email address.
6. Certification of Instructors for CQM for Contractors Course.
- a. Instructors/facilitators for CQM for Contractors course will be certified in writing by the District's CQM Course Manager, with certification valid for a period of 3 years.
 - b. 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 update their qualifications every 3 years to the District's CQM Course Manager who will review to make an appropriate decision on instructor recertification. Attachment B is a sample copy of an Instructor Certification Letter that each instructor must have before being allowed to teach the CQM for Contractors course.
 - c. 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 preference is that the instructor be a qualified, current or former USACE employee with this knowledge and experience.
 - d. The CQM for Contractors Course Manager at each USACE District shall provide the ULC a copy of each CQM Instructor's Appointment Letter issued. Send via email to: DLL-ULN-CQM-C@usace.army.mil.

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- e. Each USACE District shall periodically audit their certified instructors before recertifying a CQM for Contractors course instructor.

7. The CQM for Contractors course was a joint development effort between USACE and the Navy Facilities Engineering Command (NAVFAC). As such, NAVFAC training, instructor certification, and certificates of completion for these courses will be accepted by USACE. The USACE Learning Center will maintain records of instructors, calendar year course schedules, and records of course completion for both USACE and NAVFAC.

8. Point of contact for this bulletin is Paul Dicker, CECW-CE at (202) 761-0995 at email: paul.f.dicker@usace.army.mil.

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JAMES C. DALTON, P.E., SES
Chief, Engineering and Construction Division
Directorate of Civil Works

ATTACHMENT A

CQM FOR CONTRACTORS, #784 Certificate Numbering, Roster Spreadsheet, Completion Instructions

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 ULC approved Excel Spreadsheet. 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.

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: NWO041101250=Omaha District/North Dakota Area Office/FY11/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: SE9041100001 = NAVFAC John Parker/FY11/number student (00001)

COM FOR CONTRACTORS
 COURSE #784

	A	B	C	D	E	F	G	H	I	J	K	L	M
	(COLUMNS H, J, and K) COMPRISE STUDENT CERTIFICATION NUMBER												
	FACILITATOR NAME:												
	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.

ATTACHMENT B
Instructor Certification Letter Sample

District Letter Head

15 January 2013

Memorandum for Record

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

1. John E. Parker is recognized as a qualified instructor of the Corps of Engineers Prospect course #784, Construction Quality Management for Contractors by _____ (Sponsoring District) for the period 15 January 2013 through 14 January 2016.
2. Mr. Parker is authorized to reproduce course materials and issue signed as instructor/facilitator on the ULC approved completion certificates for those students that successfully complete the course.
3. Mr. Parker will email the ULC provided Excel roster spreadsheet, as depicted on Attachment A, to the District CQM Course Manager and will coordinate to insure the e-documents are forwarded to: DLL-ULN-CQM-C@usace.army.mil.
4. For any questions relating to this matter, please contact Mr. xxxxxxxx, at xxx-xxx-xxxx.

Signature block
District CQM-C Course Manager